## **Wyoming Prevention Framework Community Grant Report**

## Attachment B This report is for this time period Please email this report as an attachment to... Substance Abuse & Mental Health Services Division, June 30, 2007 - September 30, 2007 Wyo Dept. of Health For information call 1-800-535-4006 Today's Date or 307-777-6494 County Contract Organization Name West Park Hospital / Prevention & Wellness Your Name Helena De Fina Please keep both a hard-copy and file copy for your Your Mailing Address City, State, Zip Your Work Phone Number 707 Sheridan Ave Cody, WY 82414 records (307) 578-2703 (307) 578-2713 Fax Your Work Email Address hdefina@wphcody.org

			Dancont		
Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
	Staff, Board of Directors, Volunteers, Work				
Α	Assignments, and Technical Assistance				
	SPF Staff Hired (report name, percent of time,				
1	email address, phone number)	1-Feb-07	100%	2/1/2007	
	Supervise SPF staff/staff evaluation (note dates				
2	and any notes)	Monthly			monthly staff meetings - manager reports
	Name, title, and phone number of the staff's				
3	supervisor				Jay Otto, Manager, (307) 578-2657
	Criminal history record compliance (briefly note				
	yes or no if any action was taken this quarterdo				
	not report names)		100%	2/1/2007	part of initial hiring process
5	Staff training and paid travel		100%		
	(list all training paid under the contract, dates, traveler name, amount) Notify the Division of any board of				PF Grant Strategic Plan: June 26 -27 Jay Otto & Helena DeFina; Social Norms Training: July 12 -14, Helena De Fina, Jay Otto; EUDL: Aug 1 -5 Lee Blackmore; PF TA Training: Sept 10 -11, Helena De Fina, Jay Otto; NPN: Sept 17 -19, Helena De Fina & Cynthia Garhart = \$7656
6	directors/staffing changes				n/a
8	Other Contract Work Agreements (report details) Complete agreement with SPF-TAC Other	7-Sep	100%	Oct-07	
9	Other				
В	Needs Assessment Activities				
_	Necus Assessment Activities	Feb or March			
1	Needs Assessment Training/Winter 07 Meeting	2007	100%	3/4 - 6/ 2007	
<u> </u>	Treede / teseconient Training/ Winter e/ Weeting	Feb or March	10070	0/1 0/2007	
2	Needs Assessment Instrument Received	2007	100%	3/4 - 6/ 2007	
	Data Collection		100%	May-07	
	Data Analysis		100%	May-07	
	Priorities Identified		100%	May-07	
	Needs Assessment Sent to SAD	1-Jun-07	100%	Jun-07	
	Receive SAD Comments @ Needs Assessment	15-Jun-07	100%	Jun-07	
<u> </u>	Revise Needs Assess/Submit Final	12 22	100%	Jun-07	
8	Other				
	<u> </u>	1			ı.

			Percent	Date	
Item	Contract Deliverables	Date due	Completed	Completed	Comments or Notes
С	Community Infrastructure Activities				
	Community Advisory Council Activities				
1	briefly list CAC activities				regular meetings, data collection, strategic planning
	Community Advisory Council Meetings				
2	List dates & number of people who attended				June 7, Aug 16, Sept 13 = 5 -10 members present
	See below for membership report				
	Budget and Funding Approved by CAC (attach	•			activities & strategies discussed; CAC does not have
3	minutes)				legal authority to formally approve WPH budgets

Community Resource Assessment				
4 note date and attach report				see page 69 of Needs Assessment Workbook
5 Present Findings/Process to Community				n/a
(Optional) local SAPST and/or CADCA Training for				
6 SAC/Community		100%	2004	completed prior to grant
Briefly describe how the community was involved				discuss strategic planning; their involvement in
7 in the SPF process during this reporting period				prevention efforts
				,
8 Other CAC/Infrastructure				n/a
8 Other CAC/Infrastructure  Strategic Planning Activity  Attend Strategic Planning Training	Jul-07		June	n/a
Strategic Planning Activity	Jul-07		June June	n/a
Strategic Planning Activity Attend Strategic Planning Training	Jul-07	,		n/a
Strategic Planning Activity Attend Strategic Planning Training Receive Strategic Planning Materials from SAD	Jul-07	,	June	n/a
Strategic Planning Activity  Attend Strategic Planning Training  Receive Strategic Planning Materials from SAD  Research Evidence Based Strategies	Jul-07		June June	n/a
Strategic Planning Activity  Attend Strategic Planning Training Receive Strategic Planning Materials from SAD Research Evidence Based Strategies Match Strategies to Data/Needs Write Strategic Plan Submit Strategic Plan to SAD	Jul-07		June June July	n/a
Strategic Planning Activity Attend Strategic Planning Training Receive Strategic Planning Materials from SAD Research Evidence Based Strategies Match Strategies to Data/Needs Write Strategic Plan	Jul-07 31-Aug-07		June June July July	n/a

			Percent	Date	
Item	Contract Deliverables	Date due	Completed	Completed	Comments or Notes
E	Implementation (only with SAD approval)				n/a

## Deliverables and Assurances

Reports

	Reports				
	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07	100%	15-May-07	
2	May 15: Submit Expenditure Report to SAD	15-May-07	100%	15-May-07	
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07			n/a computer problems - SAMSHA extends date
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07	100%	31-Jul-07	
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07	100%	15-Oct-07	
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07	100%	15-Oct-07	
7	Complete evaluation agreement with WySAC	30-Mar-07	100%	20-Mar-07	
8	Provide any other evaluation information				
9	Submit any requested data			30-Apr	select data
10	Obtain Chapter 16 Prevention Certification		100%		completed prior to grant
11	On-Site evaluations or reviews				
	Post 2 newspaper ads/articles about the SPF grant				
12	(attach copy)		100%		

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
C	Other Information	Date due	Completed	Completed	Comments of Notes
	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant				none. Project staffed an operational.
	Restricted activities (report any approval requested and received for these) fairs/brochures/educational materials				none.
	media				
	Please note any <b>significant</b> changes from the budget submitted in the application.				none.
	What was the one greatest accomplishment this reporting period? How was this accomplishment shared with the community?		100%	Aug	completing strategic plan - will be shared through newspaper ads
5	What was the one greatest barrier this reporting period? What was done to address this barrier?			_	none
	Please briefly list any significant changes or information related to this grant				none

Please provide input and recommendations about		
technical assistance provided by SAD and SAD		
7 contractors		none

## COMMUNITY ADVISORY COUNCIL

Number of meetings attended (total to date)					
Kari Finley   2006	Member's Name		meetings attended (total	this is a representative of the sectors listed on page 6 of the application	Agency or Constituency Represented
Roena Halbur   2006   2   yes   college	Tim Feathers		2	yes	law enforcement
Lee Blackmore         2004         3 yes         law enforcement           Ingrid Eickstadt         2004         2 yes         school           Cathy Florian         2005         2 yes         migrant health & parent           Myra Bennett         2006         1 yes         community member           Ruth Edge         2004         2 yes         public health           Bert Mace         2006         3 yes         alcohol retail           Jay Otto         2004         2 yes         SPF-SIG grant supervisor           Helena De Fina         2004         3 yes         SPF-SIGgrant coordinator           Connie Zierke         2004         1         hospital           Dee Havig         2005         3         college           Terry Gordon         2007         1         parent           Julie Jorgenson         2006         1         hospital					
Ingrid Eickstadt					college
Cathy Florian         2005         2 yes         migrant health & parent           Myra Bennett         2006         1 yes         community member           Ruth Edge         2004         2 yes         public health           Bert Mace         2006         3 yes         alcohol retail           Jay Otto         2004         2 yes         SPF-SIG grant supervisor           Helena De Fina         2004         3 yes         SPF-SIGgrant coordinator           Connie Zierke         2004         1         hospital           Dee Havig         2005         3         college           Terry Gordon         2007         1         parent           Julie Jorgenson         2006         1         hospital					
Myra Bennett         2006         1 yes         community member           Ruth Edge         2004         2 yes         public health           Bert Mace         2006         3 yes         alcohol retail           Jay Otto         2004         2 yes         SPF-SIG grant supervisor           Helena De Fina         2004         3 yes         SPF-SIGgrant coordinator           Connie Zierke         2004         1         hospital           Dee Havig         2005         3         college           Terry Gordon         2007         1         parent           Julie Jorgenson         2006         1         hospital					
Ruth Edge         2004         2 yes         public health           Bert Mace         2006         3 yes         alcohol retail           Jay Otto         2004         2 yes         SPF-SIG grant supervisor           Helena De Fina         2004         3 yes         SPF-SIGgrant coordinator           Connie Zierke         2004         1         hospital           Dee Havig         2005         3         college           Terry Gordon         2007         1         parent           Julie Jorgenson         2006         1         hospital	Cathy Florian				
Bert Mace   2006   3   yes   alcohol retail     Jay Otto   2004   2   yes   SPF-SIG grant supervisor     Helena De Fina   2004   3   yes   SPF-SIGgrant coordinator     Connie Zierke   2004   1   hospital     Dee Havig   2005   3   college     Terry Gordon   2007   1   parent     Julie Jorgenson   2006   1   hospital	Myra Bennett				
Jay Otto         2004         2 yes         SPF-SIG grant supervisor           Helena De Fina         2004         3 yes         SPF-SIGgrant coordinator           Connie Zierke         2004         1 hospital           Dee Havig         2005         3 college           Terry Gordon         2007         1 parent           Julie Jorgenson         2006         1 hospital					
Helena De Fina   2004   3   yes   SPF-SIGgrant coordinator			3	yes	
Connie Zierke         2004         1         hospital           Dee Havig         2005         3         college           Terry Gordon         2007         1         parent           Julie Jorgenson         2006         1         hospital	Jay Otto				SPF-SIG grant supervisor
Dee Havig         2005         3         collège           Terry Gordon         2007         1         parent           Julie Jorgenson         2006         1         hospital			3	yes	
Terry Gordon         2007         1         parent           Julie Jorgenson         2006         1         hospital		2004			
Julie Jorgenson 2006 1 hospital		2005	3		college
			1		
Cynthia Garhart 2006 3 college			1		
	Cynthia Garhart	2006	3		college
1 1 1					